CURRICULUM-VITAE

**Manish Kumar Jha**  **Mobile** : -**8920800303**/ **8750707290**

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Address-Plot no-8, Dheerajnagar,Tilpat

Faridabad (Haryana)-121003.

***Career Objective—***

I am a self motivated and smart working professional having in-depth and multiple domain expertise. To join a responsible position where abilities, education and experience will be most effectively and profitably utilized. Able to fit in any organisation Process and work Structure.

***Experience & Domain Expertise- 11* years of multiple experiences in HR & Administration**

* HR Recruitment, Back office operations, HR operations, Reimbursement,Payroll,MIS, Data Analytics.
* Administration and HR Management and vendor operations.
* Data Screening, Data Verification and Data updation.
* Employees Documentation and Vendors Documentation.
* Procurement & Sourcing Compliances/KYC.
* BGV, HR Operations, On boarding, New joining documentation, Exit formalities.
* Procurement & Sourcing Compliances/KYC.
* Statutory Compliance (PF,LWF, ESIC,Labour Laws,PT,Liasioning with Government)

***Educational Details-***

* Pursuing MBA (Human Resource) Final Semester from Sikkim Manipal University, New Delhi.
* Bsc (Bot)-Honours from C.M.Science College, Darbhanga (Bihar).
* Isc (Biology) from C.M.Science College, Darbhanga (Bihar).
* 10th from Boys High School, Jaynagar, Madhubani (Bihar).

***Work Experiences- (Total-11 years)***

**1**) **Manager-HR (Paramount Surgimed Ltd) ,New Delhi** (From April’19 to till date)

***Paramount Surgimed Ltd is a well known brand in manufacturing of medical products (Surgical blades,scalpels,Biopsy punch & many more)***

* *Develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services by performing the following duties*
* *Analyzes wage and salary reports and data to determine competitive compensation plan*
* *Writes directives advising department managers of Company policy regarding equal employment opportunities, compensation, and employee benefits.*
* *Consults legal counsel to ensure that policies comply with federal and state law.*
* *Develops and maintains a human resources system that meets top management information needs.*
* *Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.*
* *Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends*
* *Recruits, interviews, tests, and selects employees to fill vacant positions.*
* *Plans and conducts new employee orientation to foster positive attitude toward Company goals*
* *Recruiting & Staffing.*
* *Expertise in designing and implementing Modern HR practices including KRA's, KPI's, SOP's, Appraisal Systems, Performance Management system and like.*
* *Employee Life Cycle Management*
* *Ensuring HR related Statutory Compliances*
* *Training and Development*
* *Experience in General Office Administration including Purchases, Vendor Management, Office Upkeep and Maintenance, Drivers, Pantry & like*.
* *HR & Admin Team Management*
* *MIS reporting & dashboard publishing as per management requirements.*
* *Payroll & Compensation management/statuary compliances management.*
* *HRMS management & contribution in ISO & other important audits.*

**2)**  **Assistant Manager-HR Payroll (Service Master Clean Ltd), Okhla,New Delhi** (From Nov’18- Apr’19)

***Service Master Clean Ltd (An SIS Group Company) leading Service provider in Facility, Hospitality, Security & Cash logistic Management.***

* *HR Operations management and vendor operations management.*
* *Recruiting & Staffing*
* *Expertise in designing and implementing Modern HR practices including KRA's, KPI's, SOP's, Appraisal Systems, Performance Management system and like.*
* *Employee Life Cycle Management*
* *Ensuring HR related Statutory Compliances*
* *Training and Development*
* *Experience in General Office Administration including Purchases, Vendor Management, Office Upkeep and Maintenance, Drivers, Pantry & like*.
* *HR & Admin Team Management*

**3) Assistant Manager-HR (C L Educate Ltd), New Delhi**  (From Mar’18- Sept’18)

***About Carrerlauncher-Career Launcher offers entrance coaching for JEE, NEET, CAT, IPM, CLAT, AILET, UPSC, BANK PO, SSC CGL, GRE, GMAT in India and Abroad.***

* *Planning & Monitoring of all the Recruitment and HR Operations Activities.*
* *HR Operations management and vendor operations management.*
* *Formalizing all the HR Policies in the better interest of Education Institution and Employees.*
* *Handling Background verification of new joinees& Verifying the forms & documents of new joinees*
* *Statuary Compliance Management ( PF,ESIC,LWF,Labour Laws,TDS,PT & other misc compliance.*
* *Coordinate with other department for Best Performance of Employees.*
* *Entire HR Appraisal process of eployees on the defined Parameter.*
* *Monitoring of monthly performance of employees and planning for feedback system.*
* *MS Excel, MS Access,SAP, Oracle,SQL,HRMS,ISMS & expertise on Various applications.*
* *Publish and maintains multiple MIS reports, Dashboard.*

**4) Consultant (Randstad India Pvt Ltd), New Delhi**  (From July’16- Feb’18 date)

* *Reimbursement, Payroll, MIS, Data Analytics, Back office operations, HR operations.*
* *HR Management and vendor operations management.*
* *Handling Background verification of new joinees*
* *Verifying the forms & documents of new joinees*
* *Coordinate with the HR Department and employees for the missing information*
* *Informing and following up with the employees, for additional documents*
* *Prioritizing the important employee background verification case as required*
* *SAO, Oracle, Randstad Direct and Raasta application Knowledge,SQL,MS Excel Access.*
* *Publish and maintains multiple MIS reports, Dashboard.*

**5) Lead Associate- Implant ( Deployed at Ericsson, Gurgaon)**(On roll of First Advantage Pvt Ltd, Mumbai)(From Oct’15- June,16)-On contract Basis.

* *BGV process on CSPI portal and bridge software, employee joining on boarding and exit.*
* *Handling Background verification of new joinees*
* *Verifying the forms & documents of new joinees*
* *Coordinate with the HR Department and employees for the missing information*
* *Informing and following up with the employees, for additional documents*
* *Prioritizing the important employee background verification case as required*
* *Daily updating the Internal Database*
* *Publish and maintains multiple MIS reports, Dashboards, HR Reports.*

**6) Associate Admin-*Vodafone South Ltd***-(On roll of Hindustan Services), New Delhi.(June'13 to Oct'15)

* *Data Analysis/Audit, MIS, Dashboards, Monthly and Quarterly Reports.*
* *Administration and General facilities management.*
* *Vendor Management (PO/PR generation on SAP and EVO web application)*
* *Vendor Payments, OPEX and CAPEX working, Budget allocation.*

**7) Executive MIS -*GE Capital/SBI card*** (On roll of Serco Global Services), GGN (From Dec'12 to May'13)-contractual

* *Sourcing compliance Process management and vendor management on Aravo Global software.*
* *All high, medium and low Risk Vendor Registration and Renewal/Rejection on Oracle global tool.*
* *Publish and maintains multiple MIS reports, Dashboards/ Presentation for meeting Reviews.*

**8) Assistant Manager (Finance and Admin) –*Globalhunt India Pvt Ltd*** (From Nov'2008 to April,12)-

* *Payroll, finance and administration Management.*
* *Salary Preparation, Leaves Management, Attendance Management*
* *Internal HR Activities, (Joining &amp; exit Documentation, NDA &amp; Employee’s Agreements, Full*

*&Final of Employee’s, Employees Offer &amp; LOI,Releiving, Experience Letter, Incentives &amp; Bonus.Implementation of ISO processes within the organization*

* *Calculation, No dues, I-card,Visting Cards, assets Issuing etc.Handling all the Employees related*

*issues, Data update and Reporting to Management Implementation &amp; maintaining of ISO*

* *administration- Handle the major admin activities including repairing and maintenance,*
* *Purchase &; Stores, Inventory Management, Branches cash/Cheques Management &amp; other major*

*Co-ordination. Check and Review the same weekly, monthly through various Check Lists.*

**Projects Handle:-**

*3 months Data Digitalisation project handled initiated by “****Wipro technologies”****and run by “Renovation Automation Service, New Delhi”*

**Certifications:-**

* *BGV (HR Background Verification) Certification from OSSIM, New Delhi.*
* *Security & Investigation Certification from OSSIM, New Delhi.*
* *IRDA certification from Govt of India.*
* *Anti-Bribery, Foreign Corrupt and Integrity Training Certification from FADV, Mumbai.*
* *FADV Annual Privacy and Security Training from FADV, New Delhi.*

**Key Skills:-**

* HRMS, ISMS,Advanced Excel,MS Access, Authbridge, CSPI, Data Screening Tools and applications,
* SAP, Oracle, Randstad Direct and Raasta (by Ascent), ERP.
* Finacle, SAP, SQL, SSS, Bye to pay (B2P), Aravo Web application, Oracle,SRM ,FLO, ERP.
* MS-Excel (Filter, If, Validation, Pivot Table, VLookup, Hlookup, freeze, conditional formatting, etc).
* MS-Word (Mail Merge, latter formatting, etc.), Internet
* MS-Power Point (slide Transecting, Slide Show, Backgrounds Picture).

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| *Personal Details-* |

Name- Manish Kumar Jha

Father name- Shila Kant Jha

DOB- 17/11/1989

Sex- Male

Marital Status- Married

***Declaration***

I hereby confirm that the information above is true to the best of my knowledge and belief.

**DATE ………………..** **PLACE ………………..**